

MINUTES of the **ANNUAL GENERAL MEETING** of Royston Town Council held in the Heritage Hall, Town Hall, Royston on Monday, 13th May 2019 at 7.30pm.

PRESENT: Councillor Leggett (Town Mayor) in the Chair
Councillors Bourke-Waite, Brown, Coll, Davison, Hughes, Inwood, Phillips,
F Smith, Squire-Smith, Stanier and Swallow

In attendance: Town Clerk
Assistant Town Clerk
District Councillors Green and Hunter
County Councillors Hill and Jarvis
16 Members of the Public

The Town Mayor welcomed everybody to the meeting.

The Reverend Heidi Huntley led the meeting in Prayer.

The Chairman informed those present that the meeting was being recorded. It was noted that Councillor Brown was also recording the meeting.

01/20 TO ELECT A TOWN MAYOR FOR THE ENSUING YEAR:

It was **RESOLVED** that Councillor Inwood be appointed Town Mayor for the year 2019/2020.

The current Mayor, Councillor Leggett, presented Councillor Inwood with the Chain of Office.

02/20 TO RECEIVE THE TOWN MAYOR'S ACCEPTANCE OF OFFICE:

The Town Mayor then read out and signed his Declaration of Acceptance of office and took over the Chairmanship of the meeting. Mayor Inwood expressed his sadness that departed friends and ex councillors Les Baker and Rita Turner were not here, both of whom gave their utmost to the town. He talked about the fact that it was 'Mental Health Month' and the importance of supporting people with mental health issues. He thanked Councillor Leggett for his hard work as Mayor. He thanked the councillors for electing him as Mayor for 2019-20 and said that he was honoured and humbled to represent the great town of Royston. He promised to work for the benefit of the town and its people in this time of great changes. He said that he would be looking into forming a Royston Youth Council and hoped that all councillors would support this. He wanted to support local business and promote the town as a leader of enterprise. He wanted to support and help the Twinning organisation grow and become more recognisable, and he praised the work that they had done for the community. He said that he would like to bring the community of Royston together even more regardless of peoples' backgrounds.

The Mayor announced that his consort would be his fiancée Anita Currant. His charities would be The Mayor's Community Trust Fund and The Garden House Hospice.

It was **RESOLVED:**

- a) That the Council places on record their sincere appreciation of the service rendered to the Town by Councillor Iain Leggett as Mayor of Royston from 2018-2019.

b) That the Council is very mindful that Councillor Iain Leggett has during the period fulfilled the duties of Town Mayor and has worked to further the interests of the inhabitants of the town.

c) That the Common Seal of the Council be affixed to the above Resolution and that it be signed by the new Town Mayor and the Town Clerk, and then presented to Councillor Iain Leggett.

It was then **RESOLVED** that the Council places on record their sincere appreciation of the service rendered to the Town by Mrs Wendy Leggett, his Consort, in support of the Town Mayor from 2018 to 2019.

03/20 APPOINTMENT OF DEPUTY TOWN MAYOR FOR THE ENSUING YEAR:

It was **RESOLVED** that Councillor Mark Hughes be appointed Deputy Mayor. The Deputy Town Mayor then read out and signed his Declaration of Acceptance of office.

04/20 APOLOGIES FOR ABSENCE:

Apologies were received from Councillors Harrison, Perry and P Smith.

05/20 DECLARATIONS OF INTEREST AND DISPENSATIONS:

No declarations were received.

06/20 MINUTES OF LAST COUNCIL MEETING:

It was **RESOLVED** to approve as a correct record, the minutes of the meeting of the Council held on 25th March 2019 (minutes 377/19 to 391/19).

The minutes were signed by the Chairman

07/20 TO APPROVE AND ADOPT THE STANDING ORDERS:

It was **RESOLVED** that the Standing Orders be approved and adopted into the workings of the Council.

08/20 APPOINTMENT OF INTERNAL AUDITOR:

It was **RESOLVED** that Haines Watts are re-appointed as the Internal Auditors for 2019-2020.

09/20 DELEGATION OF POWERS AND DUTIES:

It was **RESOLVED**

(a) That the powers and duties of the Council in regard to:-
Properties, insurance, civic functions, finance, accounts, markets, staffing entertainment, subscriptions and co-operation with voluntary bodies and charities (with the exception of the power to levy a precept or to improve capital expenditure or to authorise the raising of a loan) be delegated to the Finance Committee; and that the Committee shall appoint Sub-Committees and Working Parties as appropriate.

- (b) That the powers and duties of the Council in regard to matters under the Town and Country Planning Acts be delegated to the Planning Committee; and that the Committee shall appoint Sub-Committees and Working parties as appropriate.
That the Chairman and Vice Chairman and the Town Clerk be delegated to give a response to planning applications if there is a time constraint on the response required.
- (c) That the considerations, powers and duties in regard to:-
 - (i) footpaths, street lighting and open spaces be delegated to the General Purposes & Highways Committee together with;
 - (ii) the considerations in regard to Highways and Transport matters; and that the General Purposes & Highway Committee be delegated to make representation to the North Hertfordshire District Council and such other bodies as they consider necessary, and that the Committee shall appoint Sub-Committees and Working parties as appropriate.

10/20 TO APPOINT STANDING COMMITTEES AND CHAIRMAN FOR THE ENSUING YEAR:

- (a) It was **RESOLVED** that the following Councillors be appointed to the Finance Committee:-

Councillor Davison (Chairman)
 Councillor Hughes (Vice-Chairman)
 Councillor Bourke-Waite
 Councillor Brown
 Councillor Harrison
 Councillor Leggett
 Councillor FJ Smith
 Councillor Squire-Smith
 Councillor Stanier
 Councillor Swallow

- (b) It was **RESOLVED** that the following Councillors be appointed to the Planning Committee:-

Councillor Phillips (Chairman)
 Councillor Davison (Vice-Chairman)
 Councillor Coll
 Councillor Inwood
 Councillor Leggett
 Councillor Perry
 Councillor FJ Smith
 Councillor P Smith
 Councillor Squire-Smith
 Councillor Stanier

- (c) It was **RESOLVED** that the following Councillors be appointed to the General Purpose and Highways Committee:-

Councillor Harrison (Chairman)
 Councillor Swallow (Vice-Chairman)
 Councillor Bourke-Waite

Councillor Brown
Councillor Coll
Councillor Hughes
Councillor Inwood
Councillor Perry
Councillor Phillips
Councillor P Smith

11/20 TO APPROVE THE TERMS OF REFERENCE FOR THE ENSUING YEAR:

It was **RESOLVED** to approve the terms of reference for the Finance Committee (copy attached to minutes).

It was **RESOLVED** to approve the terms of reference for the Planning Committee (copy attached to minutes).

It was **RESOLVED** to approve the terms of reference for the General Purpose & Highways Committee (copy attached to minutes).

12/20 4 YEAR PLAN WORKING PARTY:

It was **RESOLVED** that the following Councillors be appointed to the 4 Year Plan Working Party:-

Councillor Davison
Councillor Harrison
Councillor Hughes
Councillor Inwood
Councillor Perry
Councillor Phillips
Councillor Stanier

It was **RESOLVED** to approve the terms of reference for the 4 Year Plan Working Party as:-

- a) The working party shall consist of seven Members of Royston Town Council.
The aim of the working party is to formulate a four year plan for Royston Town Council and to report back to Full Council for discussion and approval.
- b) A minimum of four Members will constitute a quorum for meetings.
- c) Non-members can be invited to join the working party.
- d) At the first meeting of the working party, members of the working party shall elect a Chair for the term. In the event that the Chair retires mid-term they shall again elect a Chair from within their numbers.
- e) Meetings will be called as necessary in order to conduct current business as determined in the Terms of Reference and as instructed by the Council. As a 'Working Party', public notice of meetings or public admission to meetings is not required. Also full minutes of meetings are not required; however notes from meetings will be submitted to Full Council to be accepted into the workings of the Council.
- f) The Working Party may only use the resources as delegated by Full Council, and has no mandate to make decisions on behalf of the Council save as are delegated necessary to act in that capacity.
- g) Specifically, this committee has the delegated authority to: To formulate a four year plan for Royston Town Council and report back to Full Council for discussion and approval.

13/20 CONTRACTS & AGREEMENTS WITH OTHER LOCAL AUTHORITIES:

The Town Clerk reported that there were currently two contracts with other local authorities:

- Agency agreement with North Herts District Council – Royston Town Council occupies offices in the Complex owned by NHDC and in return Royston Town Council manage the property on behalf of NHDC.
- Compliance contract for Town Hall, Market Hill Rooms and the Museum – Royston Town Council has a contract via NHDC, with Mears, to ensure that properties are maintained to an acceptable standard.

It was **RESOLVED** that the Council continues with its current contracts with other Local Authorities of maintenance, utilities, and all other business areas as listed until such time the Council or Town Clerk wishes to change them.

14/20 TO APPOINT REPRESENTATIVES TO THE FOLLOWING BODIES FOR THE ENSUING YEAR:

It was **RESOLVED** that the following members be appointed as representatives to outside bodies for the ensuing year:

Friends of Royston & District Museum	-	Councillor F Smith
Royston Citizens Advice Bureau	-	Councillor Brown
Royston Community Transport	-	Councillor F Smith
Royston Coombes Community Association-		Councillor Phillips
Royston Day Centre	-	Councillor F Smith
Royston & District Local History Society	-	Councillor Swallow
Royston & District Scouts Council	-	Councillor Stanier
Sport Royston	-	Councillor Squire-Smith
Royston & District Twinning Association	-	Councillors Brown, Inwood & Leggett
Therfield Heath and Greens Conversation		
Joint Advisory Committee	-	Councillor Brown
Royston & South Cambs. Homestart	-	Councillor Perry

15/20 ASSET REGISTER:

Members reviewed and **NOTED** the Town Council's asset register.

Councillor Brown asked why the Complex was included in the asset register if it was not owned by Royston Town Council. The Town Clerk confirmed that the reference is to the contents of the office complex, not the office complex itself.

16/20 SCHEDULE OF DEEDS & TRUST INSTRUMENTS:

Members **NOTED** the Schedule of Deeds and Trust Instruments held by Royston Town Council which are as follows:

- (i) Town Hall
- (ii) 30 Kneesworth Street
- (iii) Market Hill Rooms
- (iv) Green Street Allotments
- (v) Green Walk Plantation
- (vi) Stile Plantation
- (vii) War Memorial, Melbourn Street
- (viii) Royston Cave
- (ix) Royston & District Museum, Lower King Street (Leasehold)
- (x) Market Place

- (i) Counterpart Lease
30 Kneesworth Street

17/20 COUNCIL'S COMPLAINTS PROCEDURE:

Members **RESOLVED** to adopt the Council's complaints procedure into the workings of the Town Council.

18/20 FREEDOM OF INFORMATION POLICY AND PUBLICATION SCHEME:

Members **RESOLVED** that the Freedom of Information Policy and Publication scheme are adopted into the workings of the Town Council.

19/20 DATA PROTECTION POLICY:

Members **RESOLVED** to adopt the Data Protection Policy into the workings of the Town Council.

20/20 MEDIA RELATIONS POLICY:

Members **RESOLVED** to adopt the Council's Media Relations Policy into the workings of the Council.

21/20 SCHEDULE OF MEETINGS UP TO THE NEXT ANNUAL COUNCIL MEETING:

It was **RESOLVED** that the Schedule of Meetings for 2019-2020 be adopted into the workings of the Town Council.

The Town Mayor then announced that the next meeting of the Town Council would be held on Monday 24th June 2019 and closed the meeting at 8.01pm.

Signed: _____
Chairman

Date _____